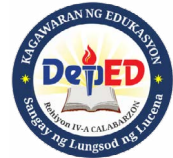




THE

# EXECUTIVE

The Official Newsletter of the Schools Division Office of Lucena City ManCom



Volume II | No. 2  
April 2021



## Panganiban deposes tasks due to ASDS reassignment

by Glorelyn L. Alejandro

**Schools Division Superintendent (SDS) Dr. Hermogenes Panganiban announced new assignments aimed to avoid the delay of transactions concerning the Assistant Schools Division Superintendent (ASDS) office's tasks, following the reassignment of former ASDS Dr. Girlie Ilagan.**

"These assignments will remain to the assigned office until a new ASDS arrives, then (these tasks) will be given back to the office of the ASDS," Panganiban said.

Among the personnel who received the special order is the new Administrative Officer V Benjie Rivera, who will facilitate transactions concerning MOOE.

Curriculum Implementation Division Chief Josephine Natividad will handle the Human Resource Merit Promotion and Selection (HRMPSB). The same office will manage the issues dealing with formal investigations.

Meanwhile, School Governance and Operations Division Chief Dr. Epifania Carandang will approve learning and development concerns and rewards and recognition.

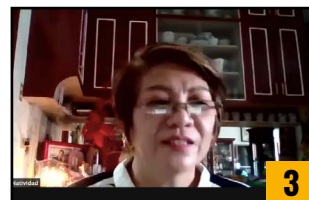
At the same time, Education Program Supervisor Janelet Fuentes will lead the Bids and Awards Committee (BAC).

The assignees signified their acceptance of the new tasks to make the Office of the ASDS serviceable despite the vacancy.



### 'New' school forms in New Normal

What are the amendments for the school forms as relates to new normal in education?



### CID addresses key issues, concerns

What are the relevant issues and concerns addressed by the CID?



### Early measures for early registration laid for new SY

What are the preparations of the SDO regarding the upcoming school year?

SUMMARY OF AMENDMENTS		
School Form	Action	Adjustments/Amendments
SF 1	Required	Addition of Learning Modality Age cut-off as of October 31, 2020
SF 2	Required	LACT NLPA Enrolment count cut-off is October 9, 2020
SF 3	Highly encouraged	Module Reference Code
SF 4	Required	Quarterly submission NLPA Mortality/Death
SF 8	Highly encouraged	Parents to administer measuring BMI
SF 9	Required	Addition of Learning Modality Character traits and core value portions are NOT required.



# New normal heeds for school form amendments

by Jasmin Flores

As the global pandemic shapes a new form of the educational system, Planning Officer V Marck Bernabe alerted the school heads and teachers on the important amendments effected on the existing school forms for SY 2020-2021. Changes were enumerated as part of the SGOD updates during the Management Committee Meeting, April 13.

Among the changes is the Learning Modality Option for School Form 1 (SF1) or the School Register for the ease of tracking the learning delivery options available nationwide. SF1 also requires teachers to take note of the age cut-off, which is October 31, 2021.

“Class advisers surely find checking of attendance tricky during the remote learning setup; therefore, the Department of Education came up with the LACT or the Learner Attendance Conversion Tool. This is one of the newest features for the School Form 2 (SF2) or the Learner’s Daily Class Attendance,” Bernabe explained.

He further stated, “The LACT features three ways on how teachers can record their learner’s daily attendance. LACT 1 refers to Online Presence-based, which is applicable only for online modality; LACT 2 is communication-based, where teachers may equate the learner’s attendance to the number of times the parents coordinated with the adviser; and lastly, LACT 3 is output-based monitoring where teachers may base learner’s attendance from the number of outputs submitted.”

Meanwhile, the updated SF2 slashed out the dropped option with NPLA, where learners can be identified as NLPA or No Longer Participating in Learning Activities. Still indicated in the said form is the cut-off enrolment date, which is October 9, 2020.

Amendment for School Form 3 or Books Issued and Returned no longer requires teachers to indicate the module title in the form; they are highly encouraged to use reference codes instead of completing the needed data.

Using the same NLPA option from SF2, School Form 4, or the Summary of Enrollment and Movement of Learners should reflect the learner’s monthly enrolment status. Learners or parents who failed to communicate with the class adviser for seven weeks may be regarded as NLPA or the usually dropped status. SF4 will now be checked on a quarterly and not monthly as compared to the previous school years.

For School Forms 8 (Learner Basic Health Profile) and 9 (Learner Progress Report Card), amend that the parents are not required but highly encouraged to compute their children’s body mass index. At the same time, teachers will no longer include character traits in the Report Card.

Some changes effected in the School Form 10 or the Learner’s Permanent Academic Record require schools to make way to a much-compromising agreement between concerned parties in terms of completion and transfer of the said

document considering the new office arrangements. Receiving schools may accept scanned or e-copies of SF10 from originating schools as temporary proof of the learner’s previous data. All schools remain to send a hard copy of the permanent record.

As the school year advances, Bernabe also declared the district’s suspension and division-level reading of forms. Here, he emphasized, “To ensure the safety of all the personnel, the school-level checking may either be conducted online or onsite but strictly regarding the welfare of persons involved. The challenge is that regardless of the ways schools choose in checking the learner’s data, they must ensure the accuracy of every detail at all cost.”

The planning officer also gave quick reminders regarding the new Temporary Enrolled tag in the Learner’s Information System, involving learners who have unsettled accounts from previous private schools. Receiving schools may write a letter of appeal to the previous school to confirm the LIS transfer. If not granted, schools will still accept learners, provided with an affidavit of undertaking and still marked as temporarily enrolled.

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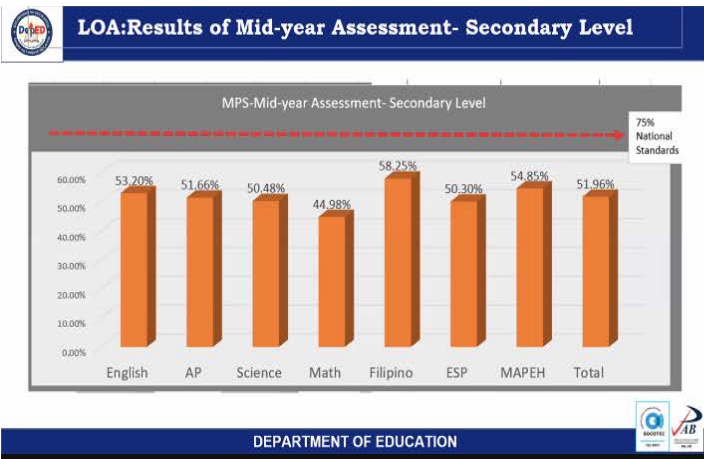
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# CID addresses keys issues, concerns of learning areas, ways forward

by Jenina Nicole E. Lopez

Chief Josephine T. Natividad answered the learning areas' issues and concerns and emphasized ways forward of the Curriculum Implementation Division and preparations for the fourth quarter during the Division Management Committee Meeting (MANCOM), April 13.

## Learning Outcomes Assessment

Natividad commended the schools for the success of assessments to learners in elementary and secondary level with the comparative results of the second quarter pre and posttests and mid-year assessments.

Targeting the 5% increase of difference in the pre-tests and post-tests, most of the elementary level learning areas achieved the desired improvement to learners highlighting the 9.2% distinction of the pre-test to post-test. However, the kindergarten program missed the mark to reach the target 5% increase. EPS-in-charge for Kindergarten Rowela Caperiña, through CID Chief Natividad, mentioned that kindergarten teachers did the actual assessment to the learners due to the decrease of the post-test results.

In contrast, the results of pre-tests and post-tests per learning area in the secondary level failed to attain the 75% mastery level. Natividad prompted the education program supervisors to give attention to online monitoring of interventions and supplementary modalities to learners and provide appropriate technical assistance to secondary teachers.

Moreover, CID Chief acclaimed the 75.51% MPS of the overall mid-year assessment of learning areas in the elementary level. However, the secondary level missed the mark to reach the anticipated target resulted in 51.96% MPS in the overall mid-year assessment. Assessing each of the learning areas at the elementary and secondary level, Natividad reminded the teachers to give attention to the assessments' results and consider possible interventions to improve the learners in the said learning areas.

Stressing the increase of the assessments, the Chief Supervisor echoed to teachers the need to improve to attain the 75% mastery level of the learning areas.

## Issues and Concerns

Given the comparative results of pre-tests, post-test, and mid-year assessments, Chief Natividad gathered concerns per learning area addressing the needs, adjustments, and interventions for the fourth quarter.

Anchored with the central and regional offices'

programs, education program supervisors plotted agendas and timetables in different learning areas and implemented projects for teachers' professional development and further improvement.

Public school district supervisors charted reminders for instructional supervision and delivered technical assistance in school management and curriculum implementation.

## Ways Forward

Curriculum Implementation Division planned preparations and provisions for the fourth quarter. Chief Natividad prompted the education program supervisors and public schools district supervisors to map learning resources and monitor the school's implementation of localized curriculum and monitor the school's utilization of PIVOT LeaP. Any errors in the PIVOT Leap must be directed to the school heads and education program supervisors to improve the learning content of the materials.

Natividad also encouraged schools' transition of learning modality. CID Chief hoped to schools transition from modular to blended learning for continuous improvement in instruction delivery amid the pandemic.

Consistent with the assessment process, Chief Natividad urged the education program supervisors to monitor formative and summative assessment activities in school. They will constantly provide technical assistance to the school on the analysis and utilization of test results. Administration of the year-end assessment is also on the line upon the approval of the Schools Division Superintendent.

Conduct of focus group discussion (FGD) with the school heads will also be expected to solicit feedback on the learning resources and identify the schools' best practices in this New Normal set-up regarding curriculum and instruction.

Another program to look forward to is airing video lessons "PIVOT TV" in Quezon CATV Channel 12 and DepEd Lucena TeleDunong Episodes Facebook Page. Learners are encouraged to watch the episodes to comprehend better the lessons and activities provided in the modules.

# ANCHORED IN REFLECTIVE LEADERSHIP

## Panganiban steers SDO Lucena City

by Ace Ferdinand O. Igloria

“What’s inside your heart now? What sparks joy? What wears you down?”

These are just some of the questions Schools Division Superintendent Dr. Hermogenes M. Panganiban posed to the 2nd Management Committee Meeting attendees through Zoom and streamed via Youtube, April 13.

Panganiban started his “Superintendent’s Hour” differently by asking reflective questions, which were gamely responded to by the Zoom attendees and Youtube viewers. He used the answers given to express the SDO Lucena City members’ positive mindset even amidst the setbacks we experienced.

### Congratulatory messages

He congratulated Mrs. Josephine L. Ocampo of Ilayang Talim Elementary School for her participation in the SEAMEO Innotech Scholarship Program and LDNHS Sinlayag Dance Troupe, who performed in the National Sayaw Pinoy Goes Virtual presented by the National Committee in the Culture and Arts.

A total of 64 employees were promoted, which he also acknowledged, composed of 41 teaching and 23 non-teaching personnel. He also mentioned the recent hiring of six teachers, 13 non-teaching personnel, and 51 local support aides (LSAs).

### Examining education data

Panganiban presented the enrollment data of SDO Lucena City as of April 13. He pointed out the discrepancies from the actual enrollment compared to the enrolled learners in the LIS, wherein actual enrollment is higher than the number of learners in the LIS.

“Paki-revisit po ang ating LIS ng school, ‘yung ating enrollment. Baka may nakakaligtaan, magkakaroon din po tayo ng problema,” he reminded everyone.

The same report also reflected the private schools’ enrollment data where current LIS enrollment is greater than the actual number of learners.

### On DepEd’s new uniforms

Panganiban gave a rundown on DepEd Order 16 s. 2021 which was the Guidelines on the New DepEd National Uniform for Teaching and Non-Teaching Personnel.

“Though alam ko, merong copy na, kapag hindi natin napag-uusapan nang sama-sama ay hindi po natin nauunawaan,” he reasoned for the need of the memorandum to be discussed although copies have been furnished and sent in chat groups.

He stressed that personnel should not rush on purchasing the new set of uniforms but be reminded that it is compulsory by the school year 2022-2023. He also stated other information from the said memorandum, including exemptions and uniform details.

### Improvements in learning delivery

Through the Region IV-A office initiative, PIVOT Gabay TV was born, which was conceptualized and designed to address some of the critical challenges in the teaching-learning delivery process in distance learning.

Panganiban shared that SDO Lucena City sent a letter to the Office of the Curriculum and Learning Management Division and was approved to access the region’s TV episodes directly.

“In the absence of the LeaP or learning materials, i-maximize natin ang gamit ng TV instruction,” he emphasized.

He also mentioned the guidelines to be followed with the use of PIVOT Gabay TV and the duties of the CID in coordination with the SGOD.

On the other hand, two learners from SDO-Lucena City, with their advisers, were beneficiaries of ICT gadgets: SSG President Stephanie Olorosisimo and SSG Adviser Annaliza Bugarin from Gulang-gulang National High School, and SPG President Ma. Ashley Satin and Adviser Mhavel Rosales from Mayao Crossing Elementary School.

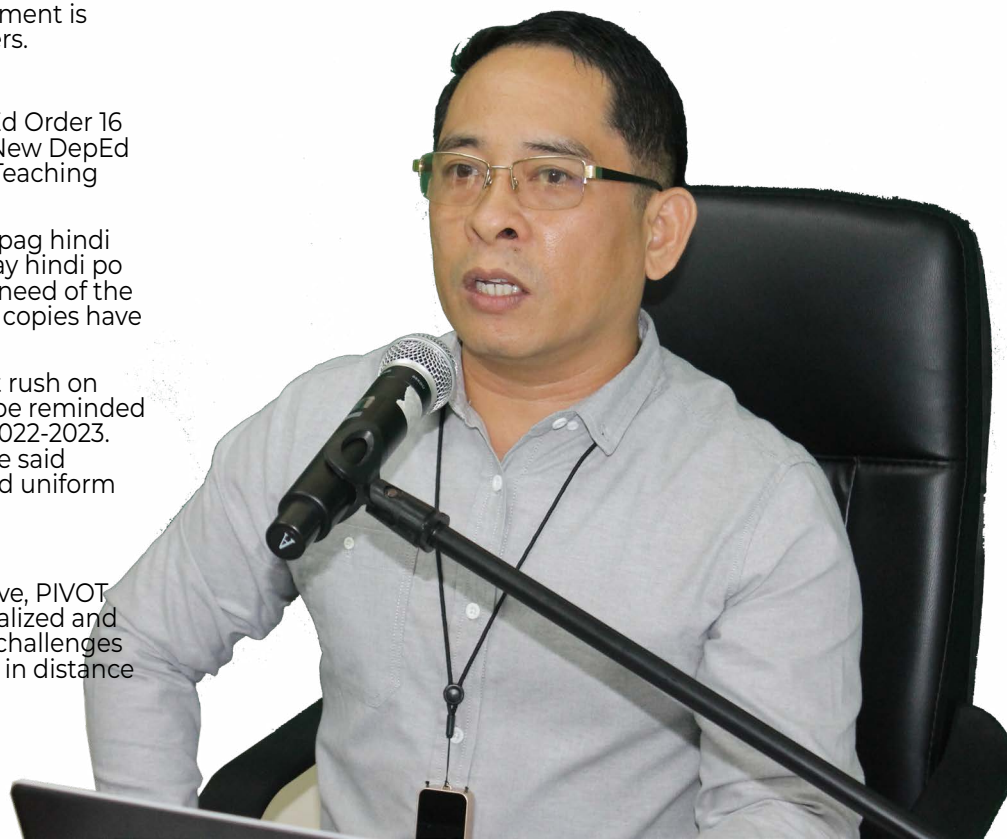
### Past and future of Ugnayan

On the fifth installment of Ugnayan aired March 31, various issues and concerns were raised, including strict implementation of AWA, provision of supplies needed for reproduction of materials, numerous and overlapping activities for teachers, and late learning resources, among others.

Panganiban answered these issues with the suggestions presented for each issue and concern. Some of them are beyond everyone’s control, significantly overlapping activities scheduled by the division coinciding with regional events.

Also, he made sure that other topics for future Ugnayan were explored from suggestions such as administrative concerns and curriculum.

He concluded his portion with some words from Pope Francis and the ways forward for the division, including programs to be implemented for the third up to the last quarter of the school year 2020-2021.



**EXECbits**

by: Vilma Buhay & Glorelyn Alejandro

**Panganiban taps aspiring school heads for NQESH**

Dr. Jimmy Panganiban, Schools Division Superintendent of SDO Lucena City, informed the qualified aspiring school leaders to prepare for the upcoming National Qualifying Examination for School Heads (NQESH) for the fiscal year 2021.

With reference to DepEd Order No. 24, s. 2020, the National Adoption and Implementation of the Philippine Professional Standards for School Heads (PPSSH), Panganiban encouraged aspirants to take the necessary preparations for NQESH, most specifically reviewing PPSSH since the Bureau of Human Resource and Organization Development (BHROD) has aligned the competency assessment and examination with these standards.

Accordingly, NQESH will remain the primary mechanism to safeguard and gauge the aspiring school leaders' competency and quality in DepEd schools.

He further reiterated that the division office would offer review classes for those who intend to take the NQESH this year. The review will cover the competencies prescribed by the National Educators Academy of the Philippines (NEAP) and the Department of Education (DepEd) based on the standards set for school heads.

The schedule and other details related to the examination shall be announced in the second quarter of 2021.

**Q4 modules to arrive**

Through Administrative Officer IV Erwin Montes, SDO Lucena City announced the new set of modules for the 4th Quarter and the hiring of new teaching positions for SY 2021-2022 during the 2nd Virtual MANCOM, April 13.

Montes said that the Kindergarten and Grades 1 to Grade 3 would receive modules, but the supply will not provide all the learners with a 1:1 ratio.

Modules for the Kindergarten have the most significant discrepancy, with 13% variance, 685 copies short for the 5,288 enrollees in the division.

The allocated modules for Grade 1 are 5,580 copies. Meanwhile, 5 993 copies are allotted for Grade 2, and 5 839 copies of modules will arrive for Grade 3. Montes did not mention the rest of the grade levels in the report.

"The discrepancy on the supply will affect the big schools and schools near the city proper of Lucena City, while SDO Lucena City will prioritize schools from the remote barangays to receive the complete number of modules for its learners," Montes said.

He also added that modules for Filipino 1 and several subjects in Grade 3 have already been delivered.



**SDO reiterates guidelines for new DepEd uniform**

by Ana Kristina N. Abdala

**To resonate well with the content of DepEd Memorandum No. 016, series of 2021, its highlights have been reviewed as part of the Superintendent's Hour during the Division Online Management Committee (MANCOM) Meeting, April 13.**

In line with the DepEd Memo, there will be new sets of DepEd national uniform designs for teaching and nonteaching employees beginning in the transition period of the school year 2021-2022 to allow ample time for employees to prepare and purchase a new set of prescribed uniforms.

"...Hindi po tayo kinakailangang magmadali ngayong taong ito. Kung maisuot pa naman (old uniform) pwede pong next school year na ang pagbili," said Schools Division Superintendent Hermogenes M. Panganiban.

In the school year 2021-2022, all employees must wear the new sets of uniforms, and there shall be no regional and schools division uniforms to have uniformity across all offices.

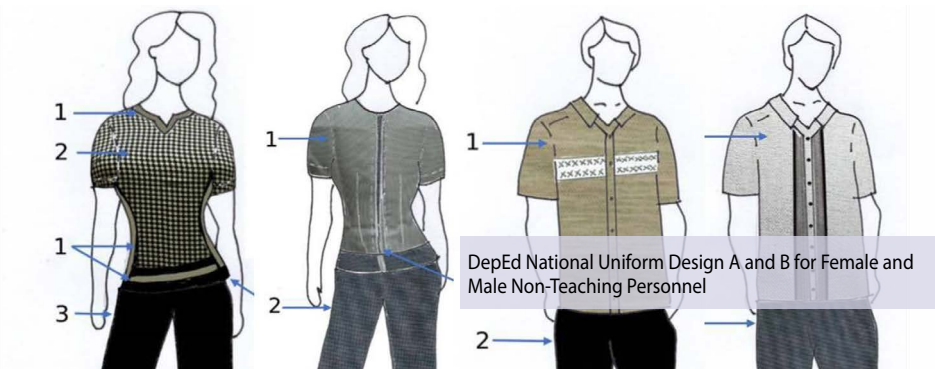
Moreover, teaching personnel will have four new sets of prescribed national uniforms. All teachers will wear two national uniform designs for non-teaching staff Mondays to Thursdays and appropriate office clothes on uniform-free Fridays.

The staff will receive a P6,000 clothing allowance this April.

"Clothing allowance is only 6k, then we are required to have four sets of uniform," replied a comment on the post regarding the said memo on DepEd Lucena's Facebook page.

"I appreciate the design, but please consider the cloth. Most of the classrooms are not air-conditioned," said another.

An Executive Committee has set the guidelines based on the DepEd Uniform Committee (DUC) recommendation, composed of teaching and non-teaching employee organizations.





# THE EXECUTIVE

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## Division Memorandum No. 2021-PAR-006

### CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2021-2022

by: Jasmin Flores

1. Relative to DepEd Memorandum No. 21, 2021, entitled Deferment of the Conduct of Early Registration, schools are hereby advised to conduct early registration activities from March 26 to April 30, 2021.
3. All schools are advised to use DepEd Order No. 03, series of 2018 as the guideline for documentary requirements, and DepEd Order No. 20, series of 2018 for the policy on the strict implementation of kindergarten cut-off age.



DEPARTMENT OF EDUCATION



SDO LUCENA CITY- EPIFANIA F. CARANDANG

## SDO Lucena marks measures for early reg

by Jasmin Flores

**With the anticipated delays on the enrollment procedures due to access and mobility, the Division of Lucena City heeded the Department of Education (DepEd) call to conduct the Early Registration for the school year 2021-2022 during the end of the second quarter. Details were further discussed by School Governance and Operations Division (SGOD) Chief Epifania Carandang during the recent Virtual ManCom Meeting for April.**

Schools open their early enrolment during the middle of the school year to accept new registrants, particularly the incoming Kindergarten, Grades 1, 7, and 11 in public elementary and secondary schools from March 26 to April 30. The COVID-19 pandemic brought about considerable adjustment.

"The collaborative effort of the monitoring team coming from the Curriculum Implementations Division (CID) and the SGOD aims to ensure the smooth and safe enrolment procedures as well as the procurement of accurate enrolment data," Carandang mentioned. She also reminded the school heads to be mindful of the health and safety protocol now that the city has been placed under General Community Quarantine.

The SGOD Chief enumerated the links and memos that the schools may use as a guide for a smooth flow

of enrollment procedures and better prepare for possible issues and concerns that may arise.

Carandang added, "We have provided you the sample monitoring tools so that you can be ready to present the documents and data needed by our monitoring team. We are also coming for more system upgrade in terms of document organization compliance to the National Quality Management System as an ISO certified division."

SGOD updates also featured the continuous and highly favored Milk-Feeding Program for elementary learners and the various launch of student development activities, including the active Yes-O and Gulayan sa Paaralan programs. Schools are also to anticipate a new tower for better radio frequency to maximize the use of the hand-held radio distributed by the SDO to all schools for better communication.

## SDO announces new teaching posts application

by Glorellyn L. Alejandro

**Human Resources and Management Officer Byrnie C. Rivera notified that the SDO Lucena City accepts Teacher 1 positions for SY 2021-2022.**

Rivera reiterated that there will be no discrimination in the merit and selection plan and will follow the guidelines on DepEd Order No. 7 s. 2016 entitled "Hiring Guidelines for Teacher 1 Positions effective on SY 2015-2016" and DepEd Order No. 3 s. 2016 entitled "Hiring Guidelines for SHS Teaching Positions Effective SY 2016-2017."

All applicants shall submit the photocopy of the requirements to the nearest preferred school, with a letter

of application supported by authenticated documents. At the same time, original copies will only be presented to the school head for verification.

"All applicants shall take English Proficiency Test (EPT), which shall be administered by the Bureau of Education Assessment (BEA). The registration is online, and it is not true that the registration is already closed," he added.

All applicants are advised to encode their information on the google sheet link <https://tinyurl.com/92wvvcf5>

The deadline for submission of the application is on April 16, 2021.